



**DISTRICT OF COLUMBIA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

**DATE:** April 20, 2017

**NO:** DC-WIGL-2017-011-RegisteredApprenticeshipSponsorsETPLEligibility

**TO:** LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS  
AMERICAN JOB CENTERS  
WIOA YOUTH SERVICE PROVIDERS  
WIOA ELIGIBLE TRAINING PROVIDERS  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
DEPARTMENT ON DISABILITY SERVICES (DDS)  
DEPARTMENT OF HUMAN SERVICES (DHS)  
OFFICE OF APPRENTICESHIP, INFORMATION, AND TRAINING (OAIT)

**FROM:** DIANE PABICH   
Interim Executive Director, Workforce Investment Council (WIC)

**SUBJECT:** REGISTERED APPRENTICESHIP SPONSOR AUTOMATIC ELIGIBILITY FOR  
ELIGIBLE TRAINING PROVIDER LIST (ETPL)

**1. Purpose.**

To provide guidance on new provisions under WIOA regarding the automatic eligibility of Registered Apprenticeship sponsors for the Eligible Training Provider List (ETPL).

**2. References.**

WIOA Section 122  
20 CFR §680.410  
20 CFR § 680.450  
20 CFR § 680.460  
20 CFR § 680.470  
Training and Employment Guidance Letter (TEGL) No. 13-16  
WIOA Eligible Training Provider Policy  
All Policy Guidance to be housed at <http://dcworks.dc.gov>

**3. Definitions.**

WIGL – Workforce Implementation Guidance Letter



WIC – District of Columbia Workforce Investment Council  
DOES – District of Columbia Department of Employment Services

AJC – American Job Center

ETP – Eligible Training Provider

ETPL – Eligible Training Provider List

ITA – Individual Training Account

LWDA – Local Workforce Development Area

LWDB – Local Workforce Development Board (the DC WIC)

RA – Registered Apprenticeship

SWDB – State Workforce Development Board (the DC WIC)

WIA – Workforce Investment Act

WIOA – Workforce Innovation and Opportunity Act

USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will serve as an indicator that a revision has been made, along with a revision number if multiple adjustments are made.

#### **4. Background.**

A Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training with related instruction to progressively increase workers' skill levels and wages. It is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. As an “earn and learn” strategy, a Registered Apprenticeship offers job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may be applied toward further post-secondary education. All Registered Apprenticeship programs consist of the following five core components – direct business involvement, on-the-job training, related instruction, rewards for skill gains, and a national occupational credential.

The new provisions under WIOA allow for Registered Apprenticeship sponsors to be included on the Eligible Training Provider List (ETPL) and to receive individual training account (ITA) funding that supports the in-classroom training portion of apprenticeship programming. On January 12, 2017, the Department of Labor published Training and Employment Guidance Letter (TEGL) No. 13-16, which provided guidance on Registered Apprenticeship provisions and opportunities under WIOA, including the status of Registered Apprenticeship sponsors as eligible training providers. This WIGL provides further guidance to assist Registered Apprenticeship sponsors in being added to the District's Eligible Training Provider List and receiving ITA funding.

**5. Guidance.**

**ELIGIBILITY**

Registered Apprenticeship programs are not subject to the same application and performance information requirements as other providers. Under WIOA, title I, Registered Apprenticeship program sponsors are automatically eligible for placement on the District's ETPL, and may remain on the list as long as the program is registered or until the program sponsor notifies the WIC that it no longer desires to be included on the list.

**FUNDING**

Registered Apprenticeship program sponsors on the District's ETPL are able to use ITA funds to support the educational portion (i.e., related instruction component) of the registered apprenticeship program for WIOA eligible apprentices; the On-the-Job Training component is supported by a contract. Additionally, individuals in receipt of ITAs may also receive supportive services to enable them to participate in the training. Supportive services for apprentices may include books, supplies, child care, transportation, tools and uniforms. ITAs may also finance pre-apprenticeship training in preparation for formal Registered Apprenticeships.

**6. Action Requested.**

Registered Apprenticeship program sponsors interested in being added to the ETPL should send a letter to the Office of Apprenticeship, Information, and Training, who will notify the WIC. The WIC requests the following information of all Registered Apprenticeship program sponsors requesting to be added to the ETPL:

- Appropriate staff contact for enrolling students
- Name and address of the Registered Apprenticeship sponsor
- A description of each apprenticeship program being added to the ETPL
- Name and address of instruction providers and location of instruction
- Cost of instruction (if applicable)
- Method, length, and dates of instruction
- Number of active apprentices

Please distribute this WIGL to appropriate individuals.

**7. Attachments.**

None.

**8. Inquiries.**

Inquiries regarding this guidance should be directed to:



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**9. Expiration.**  
Continuing.